



Maryland Department of Health and Mental Hygiene
Office of Health Care Quality – Laboratory Licensing Programs
Spring Grove Center – Bland Bryant Building
55 Wade Avenue, Catonsville, MD 21228
Phone: 410.402.8025 Fax: 410.402.8213

Office Use Only

Date Received:

Date Completed:

Laboratory Licensing Change Form

This form is for changes and updates between licensing cycles, it cannot be used to renew your license. Please provide us with the changes in the fields below along with the effective date of the change.

For a change of Director, a copy of the Director's medical license, medical diploma and board certification must be submitted. Please send diploma, board certification and CV for a PhD Director.

CLIA certificate of compliance and PPM labs must submit a CLIA 116 application as well to update director.

CLIA certificate of accreditation labs must contact their accreditation agency to update director.

*****THIS FORM MUST BE SIGNED BY THE DIRECTOR FOR ALL CHANGES TO BE VALID.*****

Please return this form by fax:
410-402-8213

Current Name of Lab: _____

State Lab ID # _____ Federal CLIA #: _____ Is this CLIA a multisite? Y N

Laboratory Name: _____ Date of Change: _____

Owner: _____ Date of Change: _____

Tax ID #: _____ Date of Change: _____

Director: _____ Date of Change: _____

Physical Address: _____ Date of Change: _____

Mailing/Billing Address: _____ Date of Change: _____

Telephone #: _____ Date of Change: _____

Fax #: _____ Date of Change: _____

Please list the tests you are adding or deleting from your current test menu. Please use the chart below and indicate for each test the instrument/kit used as well as the effective date of change.

Changes/Additions/Deletions to Tests

Test Name	Kit/Instrument Used	Add	Delete	Date of Change
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Change State License Status to:

☐ Letter of Exception ☐ General Permit

Date of Change: _____

Change my CLIA Certification Status to: (must submit with a CMS-116, both forms must then be mailed to our address)

☐ Waiver ☐ Compliance ☐ Provider Performed Microscopic Procedures (PPMP)

☐ Accreditation with which program? _____

Date of Change: _____

Our office has closed and/or discontinued all clinical testing. Date of Change: _____

Print Laboratory Director's Name: _____

Laboratory Director's Signature: _____ Date: _____